



PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

STAFF REPORT

DATE: June 6, 2018

TO: Hearing Officer

SUBJECT: Tentative Tract Map #74875

LOCATION: 256 N. Wilson Avenue

APPLICANT: EGL Associates

ZONING DESIGNATION: RM-32 (Multi-Family Residential, 0-32 DU/acre)

GENERAL PLAN DESIGNATION: Medium-High Density Residential

CASE PLANNER: Jason Van Patten

STAFF RECOMMENDATION: Adopt the Environmental Determination and Specific Findings in Attachment A to **approve** Tentative Tract Map #74875 with the conditions in Attachment B

PROJECT PROPOSAL: Tentative Tract Map: To create five air parcels for residential condominium purposes on a single lot.

ENVIRONMENTAL DETERMINATION: In conjunction with the Final Design Review approval on April 3, 2018, it was determined that the project is Categorically Exempt from CEQA (Section 15303, Class 3, New Construction or Conversion of Small Structures). It has further been determined that there are no changed circumstances or new information as part of the proposed Tentative Tract Map application that necessitate further environmental review and there are no features that distinguish this project from others in the exempt class; therefore, there are no unusual circumstances.

BACKGROUND:

Site Characteristics: The subject property is located on the east side of Wilson Avenue between Corson Street and Walnut Street. The 8,213-square-foot lot is rectangular and relatively flat in topography. The property is

currently improved with two dwelling units that will be demolished and replaced with a five-unit project.

Adjacent Uses: North – Single-Family Dwelling
South – Multi-Family Residential
East – Multi-Family Residential
West – Single-Family Dwelling

Adjacent Zoning: North – RM-32 (Multi-Family Residential, 0-32 DU/acre)
South – RM-32 (Multi-Family Residential, 0-32 DU/acre)
East – RM-32 (Multi-Family Residential, 0-32 DU/acre)
West – RM-32-PK (Multi-Family Residential, 0-32 DU/acre, Parking Overlay District)

Previous Zoning Cases: None.

PROJECT DESCRIPTION:

The applicant, Sheila Harjuntto of EGL Associates, has submitted a Tentative Tract Map application to allow the creation of five air parcels on a single lot for residential condominium purposes. The five-unit multi-family project received Final Design Review approval on April 3, 2018. This application only concerns the creation of air parcels that will allow the sale of each dwelling unit. This application does not address the design or construction of the five-unit project and does not include any proposed changes to the previous Design Review approval.

ANALYSIS:

The subject property is located in the RM-32 (Multi-Family Residential, 0-32 dwelling units per acre) zoning district. The 8,213-square-foot property is limited to a maximum of five dwelling units. The applicant has proposed five dwelling units, which complies.

Tentative Maps are subject to seven findings contained in the City's Subdivision Ordinance, Municipal Code Chapter 16.20 (Tentative Maps). Generally, the purpose of these findings is to address the design of subdivision, the suitability of the site, among other potential impacts, damage, or conflict with the environment, wildlife habitat, public health, water quality, and access.

The Tentative Tract Map would apply to a property located in an urbanized area surrounded by single-family and multi-family dwellings. The site is relatively flat and is currently improved with an existing two-unit dwelling. Residential uses have occupied the site since 1924. The new multi-family project is designed to comply with development standards applicable to projects in the RM-32 zoning district. The five-unit project completed the Preliminary Plan Check process and received Final Design Review approval. Staff determined that the five-unit project satisfied applicable Zoning Code requirements, Citywide Design Principles, and architectural standards for multi-family housing. This included a review of garden requirements that regulate the size, location, and configuration of landscaped areas. No deviations, concessions, or waivers were requested as part of these reviews.

Tenant Protection Ordinance

The proposed new multi-family condominium project entails the demolition and removal of the existing two-unit dwelling on the property. If it is determined that any tenants currently residing on the property will be displaced as a result of the development of the proposed project, or of the approval of the subject application, the provisions of the City's Tenant Protection Ordinance, Municipal Code Chapter 9.75 ("TPO") would apply. These provisions require the applicant or successor to comply with all applicable TPO regulations including submittal of an Owner's Affidavit of Tenant Occupancy Status, providing written notification to tenants, preparation of a TPO relocation plan, and paying relocation and moving expense allowances to the income-eligible, displaced tenants.

Inclusionary Housing

Zoning Code Chapter 17.42 (Inclusionary Housing Requirements) establishes standards and procedures to encourage the development of housing that is affordable to a range of households with varying income levels. These standards apply to new residential projects consisting of 10 or more dwelling units. Since the project consists of five units, it is not subject to the inclusionary housing requirements.

GENERAL PLAN CONSISTENCY:

The subject property is designated Medium-High Density Residential (0-32 DU/acre) in the General Plan Land Use Element. The five-unit project complies with the maximum density allowed. The proposal includes less than 32 dwelling units per acre based on a lot size of 8,213 square feet. The Tentative Tract Map for five air parcels is consistent with General Plan Policy 21.4 (New Residential Development) and Goal 23 (Multi-Family Neighborhoods). Specifically, Policies 23.1 (Character and Design), and 23.2 (Parking Areas and Garages). The project supports these policies by expanding the type, and increasing the inventory of housing units available for Pasadena families. The project will enhance the neighborhood character and quality through implementation of the "City of Gardens" development standards that emphasize the coherence, embellishment, and visibility of courts and gardens. The proposal includes two-car garages for each unit that would not be visible from the public right-of-way.

TREE PROTECTION ORDINANCE:

Municipal Code Chapter 8.52 (City Trees and Tree Protection Ordinance) establishes standards for the protection and removal of protected trees on private property. Through the Design Review process, the applicant requested, and was granted approval to remove two protected trees on private property. This included one Engelmann Oak (*Quercus engelmannii*) and one Chinaberry (*Melia azedarach*) tree. To satisfy the City's replacement requirement, the applicant proposed seven replacement trees as part of the Final Design Review. This included the installation of three 24-inch box trees and four 36-inch box trees. All seven replacement trees were from the City's protected tree list.

ENVIRONMENTAL REVIEW:

In conjunction with the Final Design Review approval on April 3, 2018, it was determined that the project is Categorical Exempt from CEQA (Section 15303, Class 3, New Construction or Conversion of Small Structures). It has further been determined that there are no changed circumstances or new information as part of the proposed Tentative Tract Map application that

necessitate further environmental review and there are no features that distinguish this project from others in the exempt class; therefore, there are no unusual circumstances.

REVIEW BY OTHER DEPARTMENTS:

The City's Department of Transportation, Public Works Department, Housing and Career Services Department, Fire Department, Design and Historic Preservation and Department of Water and Power have reviewed the proposal. AT&T California and Southern California Edison have also reviewed the current application. The Department of Public Works, Department of Water and Power, and Housing and Career Services Department provided comments and recommended conditions of approval that have been included in Attachment B of this staff report. No other comments or concerns were provided.

CONCLUSION:

The Tentative Tract Map would create five air parcels on a single lot for residential condominium purposes. It is staff's assessment that the proposal is consistent with land use policies of the General Plan, development standards applicable to multi-family projects, and applicable sections of the City's Subdivision Ordinance. Therefore, staff recommends approval of the application based on the findings in Attachment A and the conditions in Attachment B.

Attachments:

Attachment A: Findings

Attachment B: Conditions of Approval

ATTACHMENT A
SPECIFIC FINDINGS FOR TENTATIVE TRACT MAP #74875

1. *The proposed map is consistent with applicable general and specific plans as specified in Section 65450.* The subject property is designated Medium-High Density Residential (0-32 DU/acre) in the General Plan Land Use Element. The proposed five-unit project complies with the applicable design standards and allowed density. The proposal includes less than 32 dwelling units per acre based on the lot size of 8,213 square feet. The Tentative Tract Map for five air parcels is consistent with General Plan Policy 21.4 (New Residential Development) and Goal 23 (Multi-Family Neighborhoods). Specifically, Policies 23.1 (Character and Design), and 23.2 (Parking Areas and Garages). The project supports these policies by expanding the type, and increasing the inventory of housing units available for Pasadena families. The project will enhance the neighborhood character and quality through implementation of the "City of Gardens" development standards that emphasize the coherence, embellishment, and visibility of courts and gardens. The proposal includes two-car garages for each unit that would not be visible from the public right-of-way. The property is not located with a specific plan area.
2. *The site is physically suitable for the type of development.* The site is located in an urban area, is rectangular and relatively flat in topography. The proposed multi-family development will be located on a site that allows for multi-family development, consistent with lots on the block and in the vicinity that are similar in size and topography and developed with similar uses.
3. *The design of the subdivision or the proposed improvements will not cause substantial environmental damage or substantially and unavoidably injure fish or wildlife or their habitat.* The property is located in an urbanized area and not near any sensitive habitat. Properties on the block and in the vicinity are developed with multi-family dwellings consistent with the use proposed. The proposal for five air parcels will not cause substantial environmental damage as the area is developed with residential uses. Further, it was determined as part of the Final Design Review approval that the project is Categorical Exempt from CEQA (Section 15303, Class 3, New Construction or Conversion of Small Structures) and that there are no changed circumstances or new information that necessitate further environmental review and there are no features that distinguish this project from others in the exempt class; therefore, there are no unusual circumstances.
4. *The design of the subdivision or the proposed improvements is not likely to cause serious health problems in that the subdivision is compatible with existing residential land uses in the vicinity.* The design of the subdivision and proposed improvements will be consistent with uses on the block and in the vicinity. The multi-family dwelling will be designed in compliance with applicable Zoning Code standards, and Citywide Design Principles and architectural standards. The design of the project provides appropriate ventilation, light, and circulation within the development and adjacent developments, consistent with requirements of the Zoning Code. Therefore, proposed improvements are not likely to cause serious health problems.
5. *The proposed map meets the requirements of Title 16 as applicable.* The proposal to create five air parcels will comply with applicable standards of Title 16. The Tentative Tract Map was prepared by a registered engineer, obtained a map number assigned by the County, references the locations of adjacent streets and other public properties, labels and identifies easements, and references means of vehicular access. Copies of the Tentative Parcel Map were provided to the applicable parties, including, but not limited to the City engineer, water department, power department, fire department, transportation department, housing

department, telephone company, and unified school district as required by Title 16. The five-unit project complies with the maximum density allowed for the Medium-High Density Residential land use designation under the General Plan.

6. *The discharge of waste from the proposed subdivision into existing sewer system would not add to or result in violation of existing water quality control standards.* The residential development standards of the Pasadena Municipal Code provide standards that will require the applicant to connect to public sewer. Compliance with this requirement will be verified during the plan check process.
7. *The design of the subdivision or the type of improvements will not conflict with easements, acquired by the public at large, for access through or use of, property within the proposed subdivision.* The design of the subdivision and type of improvements proposed will not conflict with easements acquired by the public, because no public easements traverse the site.

ATTACHMENT B
CONDITIONS OF APPROVAL FOR TENTATIVE TRACT MAP #74875

The applicant or the successor in interest shall comply with the following conditions:

General

1. The final map to be recorded with the Los Angeles County Recorder shall substantially conform to the Tentative Tract Map submitted with this application and dated "Approved at Hearing June 20, 2018," except as modified herein.
2. The plans submitted for building permits shall be in general conformance to site plan submitted and stamped "Approved at Hearing, June 20, 2018," except as modified herein.
3. The creation of the five residential air parcels for residential condominiums on a single lot shall occur substantially as shown on the submitted plans, except as modified herein and shall comply with the applicable land use regulations and development standards of the Pasadena Municipal Code subject to the approval of the Zoning Administrator.
4. All utility substructures shall be located underground if required by the applicable City Departments. However, no subterranean gas meters shall be allowed.
5. The applicant or successor in interest shall comply with the attached conditions of approval from other City Departments.
6. The applicant shall receive written final approval of the addresses that will be assigned to each proposed parcel/unit prior to recordation of map. Final approval of the addresses shall come from the Addressing Coordinator. For additional information please contact the Addressing Coordinator at (626) 744-4622.

Planning

7. The common area portion of the site shall be maintained and kept in good condition at all times.
8. The applicant shall satisfy the requirements of Chapter 17.46 (Parking and Loading) of the Pasadena Municipal Code prior to the issuance of a Building Permit.
9. The applicant or successor in interest shall comply with the conditions of the Design Review approval.
10. All proposed signage on the site shall conform to the regulations of the Zoning Code and shall be reviewed and approved by the Zoning Administrator and Design and Historic Preservation staff prior to issuance of any building permits.
11. All exterior mechanical equipment shall be architecturally screened from view of the public right-of-way in a manner subject to review and approval by the Zoning Administrator and Design and Historic Preservation staff.
12. All landscape and walkway lighting shall be directed downward to minimize glare.

13. All proposed fencing and/or walls shall comply with Section 17.40.180 (Walls and Fences) of the Zoning Code.
14. The project shall comply with Pasadena Municipal Code Chapter 8.52 (City Trees and Tree Protection Ordinance). A tree protection and retention plan shall be submitted to the Zoning Administrator for approval prior to the issuance of any building or grading permits.

Department of Public Works

15. No private improvements may be placed within the public right-of-way, including, but not limited to, soldier beams, tie-backs, utility conduits and decorative sidewalk. Private improvements may only be placed in the public right-of-way by submitting a license agreement, which must be approved by the City. The license agreement application for any private improvement within the public right-of-way shall be submitted to the Department of Public Works for review and shall be approved by the City before any permits are granted. The applicant shall submit the application, plan and processing fee/deposit, associated with processing the license agreement, at least two (2) months prior to the issuance of any building or demolition permits. An approved license agreement will allow the applicant to install and maintain the private improvements within the public right-of-way with conditions.

A license agreement for shoring requires that all steel rods in every tie-back unit be relieved of all tension and stresses, and any portion of soldier beams and any portion of the tie-backs located less than ten (10) feet below grade be removed from the public right-of-way.

16. In order to provide sufficient sight distance for pedestrians along Wilson Avenue frontage, the proposed driveway ramp to the subterranean garage, from the property line to the first 20 feet east, shall be sloped at 2% or less.
17. The proposed planting of one (1) *Tristania conferta* (*Lophostemon*) Brisbane box tree in the public ROW along the project frontage is acceptable to the Department of Public Works. The location and size of the tree shall be determined by Parks and Natural Resources.

Trees planted by the applicant must meet the City's tree stock standards, be inspected by the City, and be planted according to the details provided by the Parks and Natural Resources (PNR) Division. Planting shall include the installation of the following per tree: no less than two tree stakes; one arbor guard; and the use of slow-release fertilizer tablets. The applicant shall contact PNR (626-744-3880) for tree planting approval, a minimum of two (2) months, prior to the issuance of a Certificate of Occupancy.

Trees planted by the applicant must be irrigated by either an existing or a new irrigation system constructed by the applicant. Plans for the irrigation system shall be prepared by a landscape architect registered in the State of California and submitted to PNR for review and approval. Irrigation facilities (main line, valve, pull box, timer, etc.) must be constructed within private property with the exception of the laterals and bubblers. The lateral shall be a minimum of 18" deep, and no above-ground structures are allowed.

Prior to issuance of the Certificate of Occupancy, the applicant shall submit a Tree Guarantee Deposit equal to the cost of all new trees planted to guarantee that newly planted trees are maintained by the applicant for a minimum of three calendar years. Tree maintenance during this period shall include the following: watering no less than once a week; weed removal; reconstruction of tree wells as needed; re-staking as needed; adjustment to grade of any trees

that settle; and any other operations needed to assure normal tree growth. The applicant shall replace any newly planted trees which, for any reason, die or whose health is compromised, within the applicant's three-year establishment period. The three-year tree establishment period shall commence on the day that the Certificate of Occupancy is issued. PNR shall inspect all trees planted by the applicant at the end of the three-year establishment period, and if the trees are found to be in good health, the applicant's deposit will be released. If the trees are found to be in poor health, the establishment period may be extended by PNR and the applicant's deposit shall be held accordingly. Said deposit may be included as part of the construction guarantee if applicable, and is subject to partial refund or additional billing.

18. Excavations in the streets for utility connections shall be as close as possible to each other and the pavement shall be restored contiguously between extreme excavations. Restoration of asphalt concrete pavement shall be per Standard Plan S-416.
19. The proposed development shall connect to the public sewer with a new six-inch diameter house sewer laid at a minimum slope of two percent. In accordance with PMC Chapter 13.24.010, house sewer "means that part of the horizontal piping beginning 24 inches from the exterior wall of the building or structure and extending to its connection with the public sewer." The section of house sewer within the public right-of-way - from the property line to the public sewer, or within easement, shall be vitrified clay or cast iron pipe. The house sewer shall meet City Standards as determined by the Department of Public Works, and a permit issued by the Department of Public Works is required for work within the public right-of-way. The construction of all new house sewers shall be completed prior to the issuance of Certificate of Occupancy.
20. The applicant shall repair any existing or newly damaged curb, gutter and sidewalk, without cutting the asphalt pavement along the subject frontage prior to the issuance of a Certificate of Occupancy. Sawcutting shall be done per the requirements of Public Works inspector.
21. The proposed drive approach shall be constructed in accordance with Standard Drawing No. S-403. The existing gutter shall be cut per the requirements of Public Works inspector and the paving shall not be disturbed.
22. All of the on-site drainages, such as roof drain, area drain and subterranean garage discharge, shall be gravity-flowed out to the public right of way. If a sump pump is used, the drain shall be directed into an energy dissipater box prior to gravity-flowed out to the street. All drains shall discharge at an acceptable angle in a cast iron curb drain or an approved curb outlet. The construction of the drain shall be completed prior to the issuance of Certificate of Occupancy.
23. Prior to submission of the final tract map to the City for approval, the applicant shall pay a deposit (based on the current General Fee Schedule) to cover the cost of processing the final map. The applicant shall complete all required conditions before City's approval, or provide a Letter of Credit or cash deposit to cover all unfinished public improvements as quantified in an approved cost estimate. Currently, the County of Los Angeles Department of Public Works is utilizing the computer to update and digitize the countywide landbase. It is required that the applicant's engineer submit a map in digital format with the final Mylar map to the County of Los Angeles Department of Public Works for recordation and to the City of Pasadena Department of Public Works for incorporation into its GIS landbase map. The City of Pasadena's GIS Coordinate System must be used for the digital file. The applicant's engineer

shall contact the City to obtain information on the City's GIS Coordinate System prior to preparation of the digital file.

24. The applicant's engineer shall be required to set boundary monuments on the proposed subdivision per Pasadena Municipal Code, Section 16.24.060, and furnish to the City a set of original field notes.
25. Past experience has indicated that projects such as this tend to damage the abutting street improvements with the heavy equipment and truck traffic that is necessary during construction. Additionally, the City has had difficulty in requiring developers to maintain a clean and safe site during the construction phase of development. Accordingly, the applicant shall place a \$20,000 deposit with the Department of Public Works prior to the issuance of a building or grading permit. This deposit is subject to refund or additional billing, and is a guarantee that the applicant will keep the site clean and safe, and will make permanent repairs to the abutting street improvements that are damaged, including striping, slurry seal/resurfacing, curb, gutter, and sidewalk, either directly or indirectly, by the construction on this site. The deposit may be used for any charges resulting from damage to street trees and for City personnel to review traffic control plans and maintain traffic control. A processing fee will be charged against the deposit.
26. Prior to the start of construction or the issuance of any permits, the applicant shall submit a Construction Staging and Traffic Management Plan to the Department of Public Works for review and approval. The template for the Construction Staging and Traffic Management Plan can be obtained from the Department of Public Works webpage at: http://www.ci.pasadena.ca.us/PublicWorks/Engineering_Division/. A deposit, based on the General Fee Schedule, is required for plan review and on -going monitoring during construction. This plan shall show the impact of the various construction stages on the public right-of-way including all street occupations, lane closures, detours, staging areas, and routes of construction vehicles entering and exiting the construction site. An occupancy permit shall be obtained from the department for the occupation of any traffic lane, parking lane, parkway, or any other public right-of-way. All lane closures shall be done in accordance with the Manual of Uniform Traffic Control Devices (MUTCD) and California Supplement. If the public right-of-way occupation requires a diagram that is not a part of the MUTCD or California Supplement, a separate traffic control plan must be submitted as part of the Construction Staging and Traffic Management Plan to the department for review and approval. No construction staging, material storage, or trailer in the public right-of-way.

In addition, prior to the start of construction or the issuance of any permits, the applicant shall conduct a field meeting with an inspector from Department of Public Works for review and approval of construction staging, parking, delivery and storage of materials, final sign-off procedure, and any of the specifics that will affect the public right-of-way. An appointment can be arranged by calling 626-744-4195.

27. In preparation for the New Year Rose Parade and Rose Bowl Game, the Department of Public Works will suspend all works within the public right-of-way during the holiday season in accordance to PMC 12.24.100 and City Policy.

In general, all public streets, sidewalks and parkways shall be free and clear of excavations and other construction related activities during the period of November through January of the following year. Specific dates will vary on an annual basis. Accordingly, contractors will be required to shut down construction operations which would impede traffic and pedestrian

movements during these periods unless otherwise authorized by the City Engineer. Any existing excavations shall be backfilled, compacted and temporarily repaved before the beginning of the moratorium period.

The Holiday Moratorium Map, showing the appropriate shutdown period, and corresponding areas in the City, is available at the Department of Public Works Permit Counter (window #6), 175 N. Garfield Avenue, Pasadena, CA 91109, or at the following link: http://cityofpasadena.net/PublicWorks/Engineering_Division/.

28. All costs associated with these conditions shall be the applicant's responsibility. Unless otherwise noted in this memo, all costs are based on the General Fee Schedule that is in effect at the time these conditions are met. A processing fee will be charged against all deposits. A Public Works permit is required for all construction and occupancies in the public right-of-way. If construction vehicles and equipment are parked off-site in the public right of way, the permit fee for street and sidewalk occupancy will be based on the area and duration corresponding to the current City's General Fee Schedule. For more information, please contact Yannie Wu at 626-744-3762.

In addition to the above conditions, the requirements of the following ordinances will apply to the proposed project:

- Sewer Facility Charge - Chapter 4.53 of the PMC
The ordinance provides for the sewer facility charge to ensure that new development within the city limits pays its estimated cost for capacity upgrades to the city sewer system, and to ensure financial solvency as the city implements the operational and maintenance practices set forth in the city's master sewer plan generated by additional demand on the system. Based on sewer deficiencies identified in the City's Master Sewer Plan, the applicant may be subject to a Sewer Facility Charge to the City for the project's fair share of the deficiencies. The Sewer Facility Charge is based on the Taxes, Fees and Charges Schedule and will be calculated and collected at the time of Building Permit Issuance.
- Sidewalk Ordinance - Chapter 12.04 of the Pasadena Municipal Code (PMC)
In accordance with Section 12.04.035, entitled "Abandoned Driveways" of the PMC, the applicant shall close any unused drive approach with standard concrete curb, gutter and sidewalk. In addition, the applicant shall repair any existing or newly damaged sidewalk along the subject frontage prior to the issuance of a Certificate of Occupancy or any building permit for work in excess of \$5,000 pertaining to occupancy or construction on the property in accordance with Section 12.04.031, entitled "Inspection required for Permit Clearance" of the PMC.
- Residential Impact Fee Ordinance - Chapter 4.17 of the PMC
The ordinance was established to provide funds to mitigate the impact of new residential development on City parks and park and recreational facilities. A copy of the Residential Impact Fee Information Packet is available at the city webpage at: http://www.ci.pasadena.ca.us/PublicWorks/Engineering_Division/. The Residential Impact Fee is based on the current Taxes, Fees and Charges Schedule (http://www.ci.pasadena.ca.us/Finance/Fees_and_Tax_Schedules/) and will be calculated and collected at the time of Building Permit Issuance.

The building plans shall include, preferably on the title sheet, a summary of all living units to capture the number of different units; number of bedrooms in each unit; and types of

units (Regular, Workforce housing, Skilled nursing unit, Student housing, Residential care facility for the elderly, Affordable Housing). The definitions on the different types of units are available in the abovementioned Residential Impact Fee Information Packet as well as in the Pasadena Municipal Code.

The estimated Residential Impact Fee based on the current tax schedule and the submitted information in the Tentative Tract Map application, dated February 22, 2017, for this project is: \$84,478.89 (subject to Housing Department evaluation). This amount is a rough estimate and for informational purposes only. The exact amount will be calculated at the time of Building Permit issuance.

- Construction and Demolition Waste Ordinance, Chapter 8.62 of the PMC
The applicant shall submit the following plan and form which can be obtained from the Permit Center's webpage at <http://cityofpasadena.net/PublicWorks/> and the Recycling Coordinator, (626) 744-7175, for approval prior to the request for a permit:
 - a. C & D Recycling & Waste Assessment Plan – Submit plan prior to issuance of the permit. A list of Construction and Demolition Recyclers is included on the waste management application plan form and it can also be obtained from the Recycling Coordinator.
 - b. Summary Report with documentation must be submitted prior to final inspection.

A security performance deposit of three percent of the total valuation of the project or \$30,000, whichever is less, is due prior to permit issuance. For Demolition Only projects, the security deposit is \$1 per square foot or \$30,000, whichever is less. This deposit is fully refundable upon compliance with Chapter 8.62 of the PMC. A non-refundable Administrative Review fee is also due prior to permit issuance and the amount is based upon the type of project.

Housing and Career Services Department

29. Compliance with Tenant Protection Ordinance (TPO): Within ten (10) calendar days of City approval of the subject Tentative Tract Map application, but prior to the applicant's submittal to the City of an application for a demolition or construction Building Permit, or an application for the final Tract Map, whichever occurs first, the applicant shall submit a completed "Owner Affidavit of Tenant Occupancy Status" to the City's Housing and Career Services Department for review and further processing as a TPO case.

Department of Water and Power: Power Division

30. The Pasadena Water and Power Department, Power Division to install new 2-4" C.E. laterals from street vault V2663 to property line.
31. Customer/developer to pick up 2-4" C.E. laterals at property line and extend 2-4" C.E. conduits to proposed new vault.
32. Customer/developer shall notify Power Department's, Power Engineering or Electric Service Planning prior to placement of transformer vault.

33. No building or other structure shall be erected within five feet from the face of the pole and eight feet of any low voltage overhead conductors, or within 12 feet of any high voltage overhead conductors.